

EMAIL BASICS

Objectives:

- Sign up for and use a free web-based email account, such as YahooMail!
 - Send an email message
 - Open your inbox and read an email message
 - Reply to an email message
 - Use the basic folders: Inbox, Sent, Trash
- Sign out of your email account
- Sign in to your email account

The screenshot shows the Yahoo! homepage in a Microsoft Internet Explorer browser window. The address bar contains 'http://www.yahoo.com/'. A callout box labeled 'Step 1: Click inside address bar, type yahoo.com, press Enter' points to the address bar. The homepage features the 'YAHOO!' logo, navigation links (Personalize, Finance, Shop, Email, Messenger, Help), and a search bar. A second callout box labeled 'Step 2: Click on the "Check Email" icon.' points to the 'Email' icon, which is represented by an envelope with a checkmark.

Step 1: Click inside address bar, type yahoo.com, press Enter

Step 2: Click on the "Check Email" icon.

YAHOO! Mail 

[Help](#) - [Yahoo!](#)

Welcome to Yahoo! Mail

You must sign in to read or send mail.

New to Yahoo!?
[Sign up now](#) to enjoy Yahoo! Mail



- Yahoo! Mail is FREE – sign up now!
- Accessible from any internet connection
- Plenty of FREE email storage
- Filter unwanted mail with SPAMGUARD
- You can also create a personalized email and domain with Personal Address

[Sign up now](#)
[Learn more...](#)

Existing Yahoo! users
 Enter your ID and password to sign in

Yahoo! ID:

Password:

☐ Remember my ID on this computer

Sign In

Mode: Standard | [Secure](#)

[Sign-in help](#) [Password lookup](#)

Get the email address you've always wanted with [Personal Address](#)

Step 3:

- If you don't have an account yet, click on "Sign up now" to get one.
- If you already have an account, click inside the boxes to enter your Yahoo ID username and your password. Then click "Sign In"

Step 4: Fill out form as directed, scroll down page to find all of it.



[Help - Yahoo!](#)

Sign up for your Yahoo! ID with Mail

Already have an ID? [Sign In](#)

Get a Yahoo! ID and password for access to Yahoo! Mail and all other personalized Yahoo!

Click & type in boxes

Yahoo! ID: @ yahoo.com

(examples: "dairyman88" or "free2rhyme")

Password:

Re-type Password:

Choosing your ID

You will use this information to access Yahoo! each time. Capitalization matters for your password!

If you forget your password, we would identify you with this information.

Security Question:

Your Answer:

Birthday: / / (Month Day, Year)

Current Email (Optional):

Recalling your password

This is our only way to verify your identity. To protect your account, make sure "your answer" is **memorable for you** but **hard for others** to guess!

First Name: Last Name:

Language & Content:

Zip/Postal Code: Gender:

Customizing Yahoo!

Yahoo! will try to provide more relevant content and advertising based on

Industry:

Title:

Specialization:

People Search Listing: ☐ List my new Yahoo! Mail address for free
Listing includes real name, city, state, and country.

☒ Send me special offers from selected Yahoo! partners through Yahoo! Delivers.

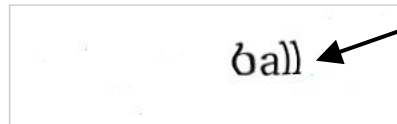
Interests (optional):

- | | | |
|--|---|---|
| <input type="checkbox"/> Entertainment | <input type="checkbox"/> Business | <input type="checkbox"/> Shopping |
| <input type="checkbox"/> Home & Family | <input type="checkbox"/> Computers & Technology | <input type="checkbox"/> Sports & Outdoors |
| <input type="checkbox"/> Health | <input type="checkbox"/> Personal Finance | <input type="checkbox"/> Travel |
| <input type="checkbox"/> Music | <input type="checkbox"/> Small Business | <input type="checkbox"/> Sweepstakes & Free Stuff |

Click on arrows to choose item from menu.

Click & type the word shown

Enter the word as it is shown in the box below.



Word Verification

This step helps Yahoo! prevent automated registrations.

If you can not see this image [click here](#).

By submitting your registration information, you indicate that you agree to the [Terms of Service](#) and have read and understand the [Yahoo! Privacy Policy](#). Your submission of this form will constitute your consent to the collection and use of this information and the transfer of this information to the United States or other countries for processing and storage by Yahoo! and its affiliates. You also agree to receive required administrative and legal notices such as this electronically.

Submit This Form

Step 5: Click here to finish your registration.

Use your email account:

The screenshot shows the Yahoo! Mail web interface for user 'poohswan2@yahoo.com'. Callout boxes provide instructions and warnings:

- Check Mail:** Click here to check your mail in-box. (Points to the 'Check Mail' button)
- Compose:** Click here to compose an email. (Points to the 'Compose' button)
- Email Address:** Your email address appears here. (Points to the user's email address in the top right)
- Sign Out:** Click here to sign out – very important! (Points to the 'Sign Out' link)
- Folders:** You get 4 basic folders in your mailbox:
 - Mail comes into your Inbox
 - Save rough drafts to Draft
 - Yahoo automatically saves what you send in Sent
 - When you delete mail it goes to Trash
 - If you receive unsolicited email (SPAM), Yahoo puts it in a Bulk Mail folder. Yahoo will automatically delete any email in the Bulk Mail folder in 30 days. Some “non-SPAM” may slip into Bulk, so do look at it periodically if Bulk Mail appears in your folders list
- Security Alert:** Ignore these advertisements unless you really want to see them. Do not be fooled by false “security alerts” – don't try to close the ad by clicking on the x. (Points to a false security alert window)

Finding email you have received:

Click the "Check Mail" button from any screen, or click the "Inbox" link from your Welcome screen to see the list of mail waiting in your Inbox.

To open any email in the list, click the link for the email under the "Subject" column

poohswan2@yahoo.com [\[Sign Out\]](#)

[Mail Upgrades](#) - [Search Mail](#) - [Mail Options](#)

Inbox

View: [All](#) | [Unread](#) | [Flagged](#) Messages 1-1 of 1 | [First](#) | [Previous](#) | [Next](#) | [Last](#)

<input type="checkbox"/>	Sender	Subject	Date	Size
<input type="checkbox"/>	Grebles, Shelley	email classes	Mon 07/29	1k

[Check All](#) - [Clear All](#)

Messages 1-1 of 1 | [First](#) | [Previous](#) | [Next](#) | [Last](#)

To Reply to email you have received:

Or, to delete email from your Inbox, click the "Delete" button.

Click the "Reply" link at the top of the email message to set up a reply form.

poohswan2@yahoo.com [\[Sign Out\]](#)

[Mail Upgrades](#) - [Search Mail](#) - [Mail Options](#)

[Previous](#) | [Next](#) | [Back to Messages](#) [Printable View](#) - [Full Headers](#)

[Delete](#) [Reply](#) [Reply All](#) [Forward](#) [inline text](#) [Move to folder...](#) [OK](#)

This message is not flagged. [[Flag Message](#) - [Mark as Unread](#)]

From: "Grebles, Shelley" <sgrebles@ci.scottsdale.az.us> | [This is Spam](#) | [Add to Address Book](#)
To: "poohswan2@yahoo.com" <poohswan2@yahoo.com>
Subject: email classes
Date: Mon, 29 Jul 2002 10:32:20 -0700

Dear Pooh Swan, Thank you for helping me to teach the Email Basics classes at the Library. Now that a lot of our students know your email addresses, I wonder if you get any email from them?

I appreciate your participation in this community computer literacy effort.

I'll stop by the City Hall pond later to say hello to you and Winnie.

Using the Reply form:

The Reply form automatically inserts the email address of the person who sent you the email.

Reply (Plain | [Color and Graphics](#)) [Send a Greeting](#)

Send Save as a Draft Spell Check Cancel

[Insert addresses](#) from Address Book or enter [nicknames](#) (separated by commas)

To: "Grebles, Shelley" <sgrebles@ci.scottsdale.az.us>
Cc: **Bcc:**

Subject: Re: email classes

Attachments: [[Attach Files](#)]

Dear Shelley, Thanks for your message. I know how important email is for information sharing in the human pond. You can get information from newsletters and mailing lists by email, that you can't get otherwise.

Winnie and I are happy to help, and look forward to seeing some of your students at the City Hall pond.

--- "Grebles, Shelley" <sgrebles@ci.scottsdale.az.us> wrote:
 >
 > Dear Pooh Swan, Thank you for helping me to teach
 > the Email Basics classes
 > at the Library. Now that a lot of our students know
 > your email addresses, I

☒ Use my signature ☐ Allow HTML tags [\[Preview\]](#)

Options: ☒ Save a copy in your **Sent Items** folder

Send Save as a Draft Spell Check Cancel

Click and type your reply message above the original email.

Click the "Send" button to send the reply to your correspondent.

To send a new message:

Click the "Compose" button to set up a blank email form (see next page)

Mail **Addresses** **Calendar** **Notepad** poohswan2@yahoo.com [\[Sign Out\]](#)

[Check Mail](#) [Compose](#) [Mail Upgrades](#) - [Search Mail](#) - [Mail Options](#)

Folders [\[Add\]](#)

- [Inbox](#)
- [Draft](#)
- [Sent](#)
- [Trash](#) [\[Empty\]](#)

Welcome, Pooh!

You have **0 unread messages**.

The New Yahoo! Mail

Welcome to the new Yahoo! Mail! Now

You are using **0%** of your **6.0 MB** limit.

[Get a bigger mailbox](#) for only \$9.99/year!

Click in the "To:" box and enter the email address of the person you want to send email to.

It is good email etiquette to enter a subject of the email in the "Subject" Box.

The screenshot shows the 'Compose' window in Yahoo! Mail. At the top, there are tabs for Mail, Addresses, Calendar, and Notepad. The user's email address, poohswan2@yahoo.com, is displayed with a 'Sign Out' link. Below the tabs, the 'Compose' title is followed by options for 'Plain' or 'Color and Graphics'. A row of buttons includes 'Send', 'Save as a Draft', 'Spell Check', and 'Cancel'. The 'To:' field contains 'Sneakers71102@yahoo.com'. The 'Subject:' field contains 'Library email classes'. The 'Attachments:' section has an 'Attach Files' link. The main text area contains a message starting with 'Dear Sneakers,'. At the bottom, there are checkboxes for 'Use my signature' and 'Allow HTML tags', and an 'Options' section with 'Save a copy in your Sent Items folder' checked. Another row of buttons at the very bottom includes 'Send', 'Save as a Draft', 'Spell Check', and 'Cancel'. Arrows from external text boxes point to the 'To:' field, the 'Subject:' field, the main text area, and the 'Send' button.

Click in the large text box and type your email message.

Click the "Send" button to send your email.

Or, click the "Save as a Draft" button to save a rough draft if you don't have time to finish the email before you sign out. You can retrieve your "draft" later to finish and send it.

Working with your Folders:

To see all folders displayed in a table, click the "Folders" link. See next page for the Folders page table.

The screenshot shows the 'Folders' page in Yahoo! Mail. At the top, there are tabs for Mail, Addresses, Calendar, and Notepad. The user's email address, poohswan2@yahoo.com, is displayed with a 'Sign Out' link. Below the tabs, there are links for 'Check Mail' and 'Compose'. The 'Folders' section on the left lists 'Inbox (1)', 'Draft', 'Sent', and 'Trash [Empty]'. The main content area has a 'Welcome, Pooh!' message and a notification about 1 unread message in the 'Inbox (1)'. On the right, there is a message about using 0% of the 6.0 MB limit and a link to 'Get a bigger mailbox'. An 'ADVERTISEMENT' banner is at the bottom. An arrow from the external text box points to the 'Folders' link in the left sidebar.

Using the Folders page:

Use the Folders page to see how many items are in each folder, and how much space those items are using. You can also add extra folders from this page

poohswan2@yahoo.com [Sign Out]

Check Mail Compose Mail Upgrades - Search Mail - Mail Options

Add Folder:

Name

Add Folder

Your Mailbox Quota:

You are using 0% of your 6.0 MB limit.

[Get a bigger mailbox](#) starting at \$9.99/year!

Folders

Name	Messages	Unread	Size
Inbox Incoming messages are sent to this folder.	2	1	5k
Draft Unsent messages are saved in this folder.	0	0	0k
Sent [Options] Sent messages are saved in this folder.	2	2	3k
Trash [Empty] Periodically, your trash is emptied automatically.	6	4	8k
Total	10	7	15k

Check Mail Compose Mail Upgrades - Search Mail - Mail Options

Deleting email and signing out:

YAHOO! Mail

Michael, [click](#) for an important message!
If you're not Michael, [click here](#).

Message Alert

poohswan2@yahoo.com [Sign Out]

Check Mail Compose Mail Upgrades - Search Mail - Mail Options

Folders [Add]

- Inbox
- Draft
- Sent
- Trash [Empty]

[Free Credit Report](#)

[Plan to Sell a Home?](#)

[Internet faxing as easy as email](#)

Inbox

View: All | Unread | Flagged

Messages 1-2 of 2 | First | Previous | Next | Last

<input checked="" type="checkbox"/>	Sender	Subject	Date	Size
<input checked="" type="checkbox"/>	Sneakers BigBlackCat	Re: Library email classes	Mon 07/29	3k
<input checked="" type="checkbox"/>	Grebles, Shelley	email classes	Mon 07/29	1k

Check All Clear All

Delete Mark as Unread Move to folder... OK

To delete mail from a folder, click the checkbox next to the email in the list, then click the "Delete" button

Search Mail - Mail Options